



**Faculty of Graduate and Postdoctoral Studies**  
Killam Centre for Advanced Studies  
2-29 Triffo Hall, University of Alberta  
Edmonton, AB, Canada T6G 2E1

T 780.492.9460  
F 780.492.0692  
[grad.awards@ualberta.ca](mailto:grad.awards@ualberta.ca)  
[ualberta.ca/graduate-studies](http://ualberta.ca/graduate-studies)

Date: December 4, 2024

To: Department Chairs, Graduate Coordinators, Graduate Program Administrators

From: Award Services, Faculty of Graduate and Postdoctoral Studies

Re: **2025 Izaak Walton Killam Memorial Scholarship Competition**

The Faculty of Graduate and Postdoctoral Studies (GPS) is pleased to announce details of the 2025 Izaak Walton Killam Memorial Scholarship competition, the most prestigious graduate awards administered by the University of Alberta. The Killam Scholarships, valued up to \$45,000 a year for a two-year period, are offered to outstanding students registered in, or admissible to, a doctoral program. There are no restrictions on citizenship, and all fields of study are eligible for funding.

## Eligibility

Refer to FGSR's [website](#) for complete details of eligibility criteria. Note that the GPA for current graduate students is calculated over graded course work in the current graduate program. For newly admitted graduate students or current graduate students who have no graded course work to date, the admission GPA will be used. A reminder that GPA calculation guidelines for awards purposes is available to Graduate Administrators in [eClass](#) (GPAC Resources\Awards\Procedures).

## Nomination Instructions & Deadline

Students are to submit their completed Killam application package to their department by the departmental deadline. Departments should set an earlier internal deadline to allow sufficient time to receive applications from students for their own internal review for completeness/eligibility, internal departmental adjudication, and to submit nomination(s) to GPS via the GSMS Awards Portal by the nomination deadline.

**Thursday, February 13, 2025:** deadline for departments to submit complete nominations to GPS via GSMS. Only 14 scholarships will be awarded to the best and brightest, outstanding doctoral nominees. In consideration of adjudicator workload and the total number of scholarships available, the following quotas are implemented:

- Departments with over 100 current doctoral graduate students: maximum of 5 nominations.
- Departments with less than 100 current doctoral graduate students: maximum of 3 nominations.

Should departments wish to have an additional exceptional nominee considered (over and above quota), Graduate Program Coordinators/Department Chairs may request such by sending a detailed, written memo re: rationale to GPS by February 6, 2025 for consideration. As GPS has transitioned to the Student Services Portal (Freshservice), please submit a ticket using the [Contact us](#) page, and ensure the subject line states "Request to nominate additional Killam nominee above quota."

Once nominations have been submitted to GPS, no revisions will be permitted. Incomplete nominations, including those submitted with missing or outdated transcripts, missing signatures, or missing [Letters of Reference Forms](#) will not be considered. **It is the department's responsibility to ensure that the nomination package is complete and correct in every respect before submitting to GPS via GSMS. GPS will not follow up with departments for corrected documents.**

Departments are responsible for notifying their students on whether or not they have been nominated to GPS for the Killam competition. GPS is not responsible for responding to student inquiries related to departments' internal results statuses.

A complete Killam nomination package **must** include:

1. **Killam Application Form:** completed application form signed by the student only; additional attachments will not be accepted.
2. **Two Letters of Reference:** Applicants are required to have their referees complete the [Letters of Reference to Support Application for Graduate Awards Form](#). This form is **mandatory** and must be completed and signed by each applicant's referee. An additional confidential letter of reference (2 pages maximum) may be attached to the Letter of Reference Form, but must not replace the form template:
  - a) **Supervisory Appraisal:** one reference should be from the applicants' supervisor. For applicants who also have a co-supervisor, only one letter of reference should be by either the supervisor or co-supervisor. Current U of A doctoral students should ensure that one referee is their current graduate program supervisor.
  - b) **Academic Reference:** the second reference should be from an academic reference other than the supervisor (or co-supervisor).
  - Both references should indicate why the student should be considered for a Killam award
  - As reference letters are confidential, departments are asked to ensure the [Letters of Reference to Support Application for Graduate Awards Forms](#) are sent directly to the department by the referee.
  - Students are responsible for providing the [Letter of Reference Form link](#) to their referees, and departments are responsible for ensuring the referees have completed the required form template.
  - Nominations submitted to GPS with missing Letter of Reference forms (i.e. letters only), or forms with attached letters exceeding the 2 pages maximum will not be considered.
3. **Up-to-date transcripts:** of all undergraduate and graduate studies must be included with the nomination (includes all transfer credit, even if transferred to the U of A, and incomplete work/non degree study/qualifying years, etc). With the exception of the U of A, all other institutions must be copies of the official transcripts. Missing or illegible transcripts may deem students' applications as incomplete and will not be reviewed. Departments are responsible for ensuring all transcripts are included and properly submitted for nomination. Up-to-date transcripts include (but is not limited to):
  - a) **U of A Transcripts:** U of A unofficial transcripts (printed from BearTracks) will be accepted:



- U of A transcripts must be up-to-date and show current full time registration (courses/thesis in progress) if the applicant is currently registered (i.e. both Fall 2024 and Winter 2025 terms).
  - For newly admissible students (i.e. recommended for admission to a doctoral degree program starting May 1 or September 1, 2025) and who have no previous U of A record, please upload their other institution transcript under the mandatory field in GSMS.
  - Newly admissible students with a prior U of A record may also provide an unofficial transcript.
  - Nominations submitted with outdated or missing U of A transcripts will not be adjudicated and will be rejected. GPS will not generate an updated U of A transcript for a department nomination submitted incorrectly.
- b) Other Institution Transcripts:** copies of official transcripts of all undergraduate and graduate studies from other institutions attended are required (must show all completed coursework and grades, and conferral of any degrees). Opening and scanning a paper transcript, or providing a copy of an official e-transcript will not render the transcript unofficial:
- Transcripts must be up-to-date; students are responsible for obtaining official transcripts and appending a copy to their application by the department deadline
  - GPS does not provide copies of transcripts from student records held at the U of A (includes transcripts from other Canadian/international post-secondary institutions, and transcripts included in former, recent, or in progress admission/award applications).
  - One copy of the legend (reverse of each transcript) must be included
  - Self-produced transcripts or mark sheets from institutions' self-served student systems are considered unofficial and will not be considered.

We wish students and departments success in the Izaak Walton Killam Memorial Scholarship Competition!

Sincerely,

Awards Services